



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 4/24/2024

Specialist, Head Start Program Management and Systems

Pay Scale: B

Level: 16

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

Department Overview

The Department of Teaching and Learning (DTL) is charged with the development and implementation of high-quality education to improve student learning. DTL provides leadership, support, direction, and resources in the areas of curriculum, instruction, and assessment to create a climate of success for all learners. The Department includes the following teams: Teaching and Learning; English Learner & Preschool Programs; and Professional Learning and School Support.

Job Overview

The Head Start Management and Systems Specialist provides support to the Head Start Coordinators in fulfilling federal requirements and overseeing the coordination of the systems which are in place to manage the program at a level of full compliance.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Completes Provides direct support to the Head Start and STEP Supervisor
- Compiles data, writes and submits Head Start Annual and Supplemental Grant Applications
- Compiles data, writes and submits annual Community Assessment
- Compiles data and submits annual Program Information Report (PIR)
- Creates and updates program policies and procedures to support Head Start Management Systems
- Provides support in meeting Federal Regulations through Ongoing Monitoring
- Facilitates Eligibility, Recruitment, Selection, Enrollment and Attendance procedures
- Completes technical writing assignments throughout all program service areas
- Works cooperatively with the Head Start Project Assistant to ensure appropriate implementation of the ChildPlus data management system
- Completes regular ChildPlus system audits to ensure timely meeting of family needs

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Master's Degree in Administrative Leadership, human services or related field with relevant experience

Experience

Licenses and Certifications

Knowledge, Skills and Abilities

- Strong writing skills, experience and expertise in grant writing
- Proficient in data management systems (ChildPlus Data Management System preferred)
- Bilingual

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.